

## Diskette Specifications for Annual W-2 Reporting

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Use these specifications if you plan to file annual W-2 information on diskette, and you wish to use specifications conforming to the DRS diskette technical specifications. Due to equipment constraints, **DRS can only accept 3 1/2" diskettes**. For businesses that wish to submit diskettes, but prefer to use the magnetic tape/cartridge/diskette specifications, refer to *Section VI. Magnetic Tape/Cartridge/Diskette Specifications for W-2*.

### Diskette Specifications for Annual W-2 Information

Record Name: Code 1A and 2A - Transmitter Records

Length = 128

#### Code 1A - Transmitter Record

Location	Field	Length	Description & Remarks
1-2	Record Identifier	2	Constant "1A."
3-6	Payment Year	4	<b>Required.</b> Enter "2000."
7-15	Transmitter's Federal Employer Identification Number (FEIN)	9	Enter only NUMERIC characters. Omit hyphens, prefixes, and suffixes. NOTE: This FEIN should match the FEIN on the file's external label.
16-23	Blank	8	Enter blanks.
24	Foreign Address Indicator	1	If the information shown in Code 1A - positions 75-114 and Code 2A - position 3-47 is for a foreign address (for example, outside of the U.S. and U.S. territories and possessions, and not APO or FPO), enter the letter "X" in this field. Otherwise, enter a blank.
25-74	Transmitter Name	50	Enter the name of the organization which is transmitting this file. Left justify and fill with blanks.
75-114	Street Address	40	Enter the street address of the transmitter. Left justify and fill with blanks.
115-128	Blank	14	Enter blanks.

## Diskette Specifications for Annual W-2 Information

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**Record Name: Code 1A and 2A - Transmitter Records (continued)**

**Length = 128**

### Code 2A - Transmitter Record

Location	Field	Length	Description & Remarks
1-2	Record Identifier	2	Constant "2A."
3-27	City	25	Left justify and fill with blanks. For a foreign address, include name of foreign "state" and country; abbreviate city and state as necessary; show full country name.
28-29	State	2	Use a standard FIPS postal abbreviation. For a foreign address enter blanks.
30-37	Blank	8	Enter blanks.
38-42	ZIP Code Extension	5	Use this field as necessary for the four digit extension of the ZIP Code, being sure to include the hyphen in position 38. If this is a foreign address, use this field as necessary for overflow for the Foreign Postal Code begun in positions 43-47; left justify and fill with blanks. If this field is not applicable, enter blanks.
43-47	ZIP Code or Foreign Postal Code	5	Enter a valid ZIP Code. For a foreign address, use this field for the Foreign Postal Code, if applicable; left justify and fill with blanks. If necessary, continue the Foreign Postal Code in positions 38-42.
48-128	Blank	81	Enter blanks.

**Record Name: Code 1B and 2B - Basic Information Records**

**Length = 128**

### Code 1B - Basic Information Record

Location	Field	Length	Description & Remarks
1-2	Record Identifier	2	Constant "1B."
3-6	Payment Year	4	<b>Required.</b> Enter "2000."
7-15	Transmitter's Employer Identification Number (FEIN)	9	Enter only NUMERIC characters. Omit hyphens, prefixes, and suffixes. This FEIN should match the FEIN on the file's external label.
16-23	Computer	8	Enter the manufacturer's name. Left justify and fill with blanks.
24-128	Blank	105	Enter blanks.

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Record Name: Code 1B and 2B - Basic Information Records (continued)

Length = 128

### Code 2B - Basic Information Record

Location	Field	Length	Description & Remarks
1-2	Record Identifier	2	Constant "2B."
3-15	Blank	13	Enter blanks.
16	Foreign Address Indicator	1	If the information shown in positions 61-127 is a foreign address (for example, outside of the U.S. and U.S. territories and possessions, and not APO or FPO), enter the letter "X" in this field. Otherwise enter a blank.
17-60	Organization Name	44	Enter the name of the organization to which annual filing instructions should be sent and to which the file should be returned if it cannot be processed. Left justify and fill with blanks. Show the mailing address of the organization in positions 61-127.
61-95	Street Address	35	Enter the street address for the organization in positions 17-60. Left justify and fill with blanks.
96-115	City	20	Left justify and fill with blanks. For a foreign address, include name of foreign "state" and country; abbreviate city and state as necessary; show full country name.
116-117	State	2	Use a standard FIPS postal abbreviation. For a foreign address enter blanks.
118-122	ZIP Code Extension	5	Use this field as necessary for the four digit extension of the ZIP Code, being sure to include the hyphen in position 118. If this is a foreign address, use this field as necessary for overflow for the Foreign Postal Code begun in positions 123-127; left justify and fill with blanks. If this field is not applicable, enter blanks.
123-127	ZIP Code or Foreign Postal Code	5	Enter a valid ZIP Code. For a foreign address, use this field for the Foreign Postal Code, if applicable; left justify and fill with blanks. If necessary, continue the Foreign Postal Code in positions 118-122.
128	Blank	1	Enter a blank.

## Diskette Specifications for Annual W-2 Information

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Record Name: Code 1E and 2E - Employer Records

Length = 128

### Code 1E - Employer Record

Location	Field	Length	Description & Remarks
1-2	Record Identifier	2	Constant "1E."
3-6	Payment Year	4	<b>Required.</b> Enter "2000."
7-15	Employer's Identification Number (EIN)	9	Enter only numeric characters. Omit hyphens, prefixes, and suffixes.
16-24	Blank	9	Enter blanks.
25-74	Employer Name	50	Left justify and fill with blanks.
75-114	Street Address	40	Left justify and fill with blanks.
115	Foreign Address Indicator	1	If the information shown in positions 75-114 of the Code 1E record and in position 3-47 of the Code 2E record is a foreign address (for example, outside of the U.S. and U.S. territories and possessions, and not APO or FPO), enter the letter "X" in this field. Otherwise enter a blank.
116-128	Blank	13	Enter blanks.

### Code 2E - Employer Record

Location	Field	Length	Description & Remarks
1-2	Record Identifier	2	Constant "2E."
3-27	City	25	Left justify and fill with blanks. For a foreign address, include name of foreign "state" and country; abbreviate city and state as necessary; show full country name.
28-29	State	2	Use standard FIPS postal abbreviation. For a foreign address enter blanks.
30-37	Blank	8	Enter blanks.
38-42	ZIP Code Extension	5	Use this field as necessary for the four digit extension of the ZIP Code, being sure to include the hyphen in position 38. If this is a foreign address, use this field as necessary for overflow for the Foreign Postal Code begun in positions 43-47; left justify and fill with blanks. If this field is not applicable, enter blanks.

## Diskette Specifications for Annual W-2 Information

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**Record Name: Code 1E and 2E - Employer Records (continued)**

**Length = 128**

### **Code 2E - Employer Record**

<b>Location</b>	<b>Field</b>	<b>Length</b>	<b>Description &amp; Remarks</b>
43-47	ZIP Code or Foreign Postal Code	5	Enter a valid ZIP Code. For a foreign address, use this field for the Foreign Postal Code, if applicable; left justify and fill with blanks. If necessary, continue the Foreign Postal Code in positions 38-42 above.
48	Name Code	1	Enter "S" if the surname appears first in the employee name field (positions 12-38) of the following employee Code 1S records. Enter "F" if the first name appears first in the employee name field of the following employee Code 1S records. This code may vary with each employers (Code 1E and 2E) as long as the name format on the associated employee Code 1S record remains consistent with this name code.
49	Type of Employment	1	Not required.
50-51	Blank	2	Enter blanks.
52-55	Establishment Number	4	Not required.
56-57	Blank	2	Enter blanks.
58-66	Other EIN	9	Not required.
67-128	Blank	62	Enter blanks.

## Diskette Specifications for Annual W-2 Information

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Record Name: Code 1S and 2S - Supplemental (State) Records

Length = 128

### Code 1S - Supplemental (State) Record

Location	Field	Length	Description & Remarks
1-2	Record Identifier	2	Constant "1S."
3-11	Social Security Number	9	Enter the employee's Social Security Number. If not available, enter the letter "I" in position 3 and blanks in positions 4-11.
12-38	Employee Name	27	Enter employee's name. Left justify and fill with blanks.
39-78	Street Address	40	Left justify and fill with blanks.
79-103	City	25	Left justify and fill with blanks. For a foreign address, include name of foreign "state" and country; abbreviate city and state as necessary; show full country name.
104-105	State	2	Use the standard FIPS postal abbreviation. For a foreign address enter blanks.
106-113	Blank	8	Enter blanks.
114-118	ZIP Code Extension	5	Use this field as necessary for the four digit extension of the ZIP Code, being sure to include the hyphen in position 114. If this is a foreign address, use this field as necessary for overflow for the Foreign Postal Code in positions 119-123; left justify and fill with blanks. If this field is not applicable, enter blanks.
119-123	ZIP Code or Foreign Postal Code	5	Enter a valid ZIP Code. For a foreign address, use this field for the Foreign Postal Code, if applicable; left justify and fill with blanks. If necessary, continue the Foreign Postal Code in positions 114-118 above.
124	Blank	1	Enter a blank.
125-126	State Code	2	Not required.
127-128	Optional Code	2	Not required.

### Code 2S - Supplemental (State) Record

Location	Field	Length	Description & Remarks
1-2	Record Identifier	2	Constant "2S."
3-14	State Employer Account Number	12	Left justify and fill with blanks. Use Tax Registration Number assigned by DRS.
15-20	Reporting Period	6	Not required.

## Diskette Specifications for Annual W-2 Information

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**Record Name: Code 1S and 2S - Supplemental (State) Records (continued)**

**Length = 128**

### **Code 2S - Supplemental (State) Record**

<b>Location</b>	<b>Field</b>	<b>Length</b>	<b>Description &amp; Remarks</b>
21-29	State Quarterly Unemployment Insurance Total Wages	9	Not required.
30-38	State Quarterly Unemployment Insurance Total Taxable Wages	9	Not required.
39-40	Number of Weeks Worked	2	Not required.
41-46	Date First Employed	6	Not required.
47-52	Date of Separation	6	Not required.
53-57	Taxing Entity Code	5	Not required.
58-59	State Code	2	Not required.
60-68	State Taxable Wages	9	Right justify and zero fill.
69-76	State Income Tax Withheld	8	Right justify and zero fill.
77-86	Other State Data	10	Not required.
87	Tax Type Code	1	Not required.
88-92	Taxing Entity Code	5	Not required.
93-101	Local Taxable Wages	9	Not required.
102-108	Local Income Tax Withheld	7	Not required.
109-115	State Control Number	7	Not required.
116-128	Blank	13	Enter blanks or for employer use.

## Diskette Specifications for Annual W-2 Information

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**Record Name: Code 1T and 2T - Total Records**

**Length = 128**

### Code 1T - Total Record

Location	Field	Length	Description & Remarks
1-2	Record Identifier	2	Constant "1T."
3-9	Number of Employees	7	Enter the total number of S records reported since the last Code E record. Right justify and zero fill.
10-35	Blank	26	Enter blanks.
36-48	State Taxable Wages	13	Enter the total for all Code S records reported since the last Code E record. Right justify and zero fill.
49-62	Blank	14	Enter blanks.
63-74	State Income Tax Withheld	12	Enter the total for all Code S records reported since the last Code E record. Right justify and zero fill.
75-128	Blank	54	Enter blanks.

**Note:** There is no Code 2T record requirement for Connecticut. If included, it will be ignored.

**Record Name: Code 1F and 2F - Final Records**

**Length = 128**

The Code 1F record **must** be the last data record on the diskette file, appearing only once, after the last Code 1T record. DRS does not process any data recorded after the Code 1F record.

### Code 1F - Final Record

Location	Field	Length	Description & Remarks
1-2	Record Identifier	2	Constant "1F."
3-9	Number of Employees	7	Enter the total number of Code 1S records recorded on the entire file.
10-43	Blank	34	Enter blanks.
44-59	Total Connecticut Wages	16	Enter the grand total of all Code 1S records on this file. Right justify and zero fill.
60-128	Blank	69	Enter blanks.

**Note:** There is no Code 2F record requirement for Connecticut. If included, it will be ignored.